



Vacancy Announcement

Position Title: Library Assistant - Job Announcement - #01-15-USCA3LIB

Location: Library of the U.S. Courts; Philadelphia, PA

Salary Range: CL 24 (\$37,398 - \$46,362)
Depending upon experience, current salary and qualifications

Closing Date: Open until filled

Position Overview: The Library Assistant with a team mindset supports the mission of the Third Circuit Libraries. Major responsibilities include: monitoring the library information desk and providing customers with initial information and referral services; using ILS circulation system, assisting librarians with day to day library functions, i.e., research and reference; providing interlibrary loan services; filing loose leaf and treatise updates; photocopying; scanning; circulation and routing of materials.

Other duties include supporting the Administration of the Third Circuit Libraries. Major responsibilities include: maintaining the library property list, serving as the phone system administrator; reserving, setting up and supporting the two conference rooms and one training room, to include A/V equipment and conference call connections; maintaining online staff calendars; reconciling time and attendance reports; acting as liaison for the library to GSA building management; maintaining financial and postage reports; entering budget data.

Requirements: Bachelor's degree required. Experience using e-mail, internet, word processing and spreadsheet programs is required. Experience using Sirsi, Westlaw and LexisNexis is preferred. Ability to multitask and work in a service-oriented environment.

Application Procedure: Send a resume and cover letter either by e-mail, fax or regular mail to the following:

Third Circuit Libraries

Attn: Administrative Librarian

1609 U.S. Courthouse

601 Market Street

Philadelphia, PA 19106

Email: circuit_library_position@ca3.uscourts.gov

Fax: 267-299-5110

***Only those selected for an interview will be notified.**

Benefits and other Information: Federal court employees are not included in the government's civil service classification. The Judiciary has its own personnel system and salary plan. Benefits include paid annual and sick leave; automatic enrollment in a retirement plan; direct deposit of earnings; optional enrollment in health benefits, life insurance, tax-deferred savings, long-term care, and long-term disability programs. As a condition of employment, background checks or investigations are now mandatory for all new employees who are appointed to positions in the federal courts.

The Court of Appeals is an Equal Opportunity Employer